

## **LIBRARY TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing library clerical support duties including standard keyboarding functions using a typewriter or personal computer. Most assignments are routine. Detailed instructions are provided for new assignments. Work is performed under general supervision with leeway for the employee to exercise independent judgment in performing most assigned tasks.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Processes interlibrary loan requests using computer network technology as instructed;

Prepares and processes cards, documents, and records relating to library registration and lending processes;

Prepares and reproduces original catalog cards and shelves books;

Answers telephones and delivers messages;

Sets up and maintains a variety of files relating to library operations;

Enters, manipulates, and retrieves data from computer databases;

Provides assistance to students regarding the use of library resources including the accessing of computerized data;

May provide direction or guidance to students assistants working in the library;

Performs a variety of clerical support tasks as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures, equipment, business arithmetic, and English; good knowledge of library operating procedures and filing requirements; ability to

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perform common record keeping tasks including collation of data, maintaining a record system using running balances, and completing tables; ability to understand and follow basic oral and written directions; ability to write legibly; ability to spell words that office employees might encounter in their daily work; good clerical skill and accuracy in working with alphanumeric characters; ability to file material accurately in alphabetical order; ability to learn operating procedures relating to the use of library software products; ability to type accurately at an acceptable rate of speed using a personal computer; clerical aptitude; mental alertness; tact; and courtesy.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; or
- (B) Two years of clerical experience including typing; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/16/2023